

JOB DESCRIPTION

POSITION	Emerging Technologies Librarian	CLOSING DATE / DATE UPDATED	July 2010
SCHOOL / DEPARTMENT	Library		
LOCATION			
REPORTS TO	Library Technology Team Leader/Emerging Technology Centre Manager		
SALARY RANGE (An indication ONLY)		GRADE / STEP	
TENURE	Permanent	FULL / PART-TIME HOURS	
FUNCTIONAL RELATIONSHIPS	<i>Internal</i>		<i>External</i>

PRIMARY OBJECTIVE(S)

1. To discover, develop and communicate new technological tools to improve Library service
2. To investigate, understand and communicate new attitudes and expectations supporting the introduction of new technological tools
3. To research, evaluate, develop, communicate, and train library staff and the campus community in new technological tools likely to affect information provision and teaching and learning in higher education

COMPETENCY SPECIFICATION

	DNA	KEY OUTCOMES
Education / Training Level of education required to perform the job eg. Formal / Informal levels of training and education	Library qualification Tertiary qualification – Computer science Teacher/analysar	Short, good evaluative reports, to support decisions Information expert <ul style="list-style-type: none"> <i>Experience in an academic or public library setting</i> <i>Understanding of, and interest in, digital innovation</i>
Experience / Knowledge Practical experience incl. any specialist / managerial experience required.	Subject/collection knowledge Classification Technical expertise Project experience Programming experience Knowledge of standards	Awareness of current trends in technology Awareness of technology impact upon the library <ul style="list-style-type: none"> <i>Sound knowledge and understanding scholarly information resources and technologies is demonstrated</i> <i>Knowledge of using electronic databases</i> <i>Experience in working with automated systems</i> <i>Contribution to projects as required, in line with the Library and Emerging Technology Centre strategic plans</i> <i>Constructive contribution to the setting of policy, planning and processes relating to the areas of responsibility, as appropriate</i>
Skills	Specialist in library, ICT and Web 2.0 technologies requirements Expertise with website development and new software applications Research skills Reference skills	Alternative systems/ software offered <ul style="list-style-type: none"> <i>Internet-based library services are designed, created and maintained</i> <i>Web-based tools, real-time interactive tools and similar functionalities are investigated</i> <i>Planning, development, implementation and support of online library technologies, systems and services are co-ordinated</i> <i>New technologies are applied to library operations</i> <i>Familiarity and experience with emerging technologies for synchronous and asynchronous library service delivery is demonstrated</i> <i>Library service delivery in pilot or test projects using appropriate emerging technologies is experimented with and assessed</i> <i>Software applications to harvest research collections to provide learning resources are investigated</i>

		<ul style="list-style-type: none"> • <i>Learning events are created for staff to explore emerging technologies</i> • <i>Learning resources are created to assist students to access digital collections</i> • <i>Research projects evaluating the effectiveness of emerging technologies are participated in</i>
Attributes/Abilities	Collaborative Facilitator of education Adaptive to change Efficient Customer-driven/Service-oriented Organisational understanding Remove barriers, push boundaries Curiosity Team player Outcomes-focused Multi-tasking capabilities Risk-taker Flexible attitude Lateral thinker Project-driven Problem-solver	Service oriented attitude Ability to maintain co-operative professional relationships <ul style="list-style-type: none"> • <i>Participate in activities associated with the enhancement of team performance and the achievement of the Library's and ETC's goals</i> • <i>Contribute to library-wide projects as required, in line with the Library and Emerging Technology Centre strategic plans</i> • <i>Contribute to the setting of policy and processes relating to the areas of responsibility and other Library services, as appropriate</i> • <i>Actively engage in continuing personal professional development in order to enhance role capability</i> • <i>Contribute patron feedback constructively and appropriately into Library and ETC planning</i> • <i>Liaise with other Library staff to ensure issues with impact across the Library are resolved to achieve maximum benefit to patrons and services</i>
Communication	Excellent communication skills Advocacy, marketing Ability to upskill others	<ul style="list-style-type: none"> • <i>Knowledge and skills are shared with Library and ETC colleagues</i> • <i>Information about new technologies is shared with library and other interested staff</i>

The following on-the-job training will be provided:

Use of the automated Library Management System
Use of the digital repository software
Software training as required, e.g. Microsoft Access, Word, Excel, Outlook email
Use and instruction of the electronic databases currently held or accessed by the library
Other technologies utilised by the Library and Emerging Technologies Centre
Library policies and procedures